

Project Manager

Agency Name:	Public Buildings
Full-Time or Part-Time:	Full-Time
Salary Range:	\$74,505 Annually
Bargaining Unit:	Non-Union
Shift:	Day
Number Of Vacancies:	1
Facility Location:	1000 Commonwealth Ave., Newton MA
Application Deadline:	July 7th , 2014
Posting ID:	0051-2014

Definition

Responsible for project management for a wide array of capital building projects in the City. Includes management of all aspects of projects including stakeholder interface, funding, project approvals, programming, design, cost estimates, schedule, bidding and construction. Articulates the technical aspects of a project to non-technical stakeholders. Prepares progress reports on a recurring basis and provides periodic project updates to various committees. Coordinates extensively with other Departments with interests or funding in the project. Key staff member who interfaces with both in-house personnel and outside consultants

Essential Duties

Develops and manages all projects from the programming stage through design, cost estimating, scheduling, bidding and construction.

Responsible for coordination of project funding and funding approvals.

Provides engineering/architectural advice on the feasibility and cost of projects.

Maintains a project database of all capital projects that ties into the City's Capital Improvement Plan (CIP). Maintains and coordinates project updates. Updates project status on the City's web site. Updates database as projects are completed and as new capital needs are identified.

Prepares and negotiates consultant contracts for engineering and architectural design services. Prepares requests for qualifications and proposals for design services as required. Reviews qualifications and proposals and works with the City's Designer Selection Committee to recommend selection and award of consultant contracts.

Oversees design projects performed by design consultants and works with the City's Design Review Committee to review projects. Monitors the consultant's contract. Reviews payment requests. Monitors consultant's progress through contract closeout.

Prepares presentations for various committees to include the CPA Committee, Public Facilities Committee, Finance, Committee and Conservation Commission. Most meetings are held in the evening after normal work hours.

Oversees and provides construction cost estimating, and construction scheduling, during the preparation of construction bid documents. Prepares construction schedules using computer software such as Microsoft Project, Primavera, and CPM scheduling programs.

Works with the Purchasing Department to oversee the procurement of construction contractors during the bidding and award phase of the project. Reviews contractor bids for completeness and reasonableness.

Provides comprehensive construction management and oversight services including overseeing on-site resident representatives and construction inspectors during the construction phase of the project. Interfaces with the designers and construction inspectors for all project related questions.

Understands and interprets all State and City building codes and any other applicable statutes, Ordinances, rules, and regulations necessary to oversee the construction projects.

Monitors daily the contractor's adherence to approved plans and specifications. Maintains oversight of the on-site representatives and construction inspectors of the City as required. Records the progress of the construction project, reviews and recommends approval of payment requisitions, and prepares written reports of the progress of construction.

Assures compliance with City issued permits, rules, regulations and procedures, and orders of conditions issued by the Newton Conservation Commission.

Oversees construction project completion, closeout, cleanup, as-built drawings.

Interfaces, communicates, and presents to the public routinely under variable situations.

Keeps current with rules and regulations pertinent to the execution of this job and maintains required contacts to keep abreast of developments and trends in this field.

Follows and adheres to department and other government rules, regulations, policies and procedures.

Maintains established quality control and quantity standards; ensures work area(s) and equipment are maintained in a clean, orderly and safe condition, that prescribed safety measures are followed, that established City and department policies, procedures, regulations are adhered

Minimum Requirements

A candidate for this position must have a Bachelor of Science Degree in Engineering or Architecture; Masters Degree preferred. Professional Engineering License or Registered Architect in Massachusetts preferred, or the ability to obtain a Professional Engineering License in Massachusetts within one year of employment. LEED AP preferred. Owner's Project Manager (OPM) preferred. Cost estimating experience and proficiency preferred. IBC/IEBC/MSBC knowledge and proficiency preferred. Ten to fifteen (10-15) years of capital project management experience, construction management and oversight; or equivalent combination of education and experience. Employee must have a valid Massachusetts Class D driver's license.